

## Collection Policy Activity

Name of  
Program: \_\_\_\_\_

Name of Parent Organization (if applicable):  
\_\_\_\_\_

Under what authority does your program operate or is governed? A board?  
Government agency? Director? Company president? Archivist?

What is the purpose (or mission) of the program?

What is the focus of the collection? Describe the topics and areas of emphasis your program specializes in. List the subjects, people, timeframes, and geographic areas your program focuses on. Also describe the specific kinds of materials your program collects.

What formats can the repository responsibly manage? (Example: oral history interviews on cassette tape will be accepted, but we prefer that a typewritten transcript accompany them; these will have a higher collecting priority.)

How will materials be accepted into the collections? Will records be actively sought? Who will approve acceptable of materials? Through what means will legal custody be obtained?

Under what authority and circumstances will unwanted materials be removed from the collections? What procedures will be used to document this activity?

Will loans of materials be made to other organization and will they be accepted by your organization? Under what circumstances? What are the general conditions of the loan and conditions for termination of the loan?